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KANSAS STATE PLAN FOR COMMUNITY JUNIOR COLLEGES.

KANSAS STATE DEPT. OF PUBLIC INSTR., TOPEKA

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LEGISLATION IN 1965 ESTABLISHED A STATE SYSTEM OF COMMUNITY JUNIOR COLLEGES AND STIPULATED THE DEVELOPMENT OF A STATE MASTER PLAN BY THE STATE DEPARTMENT OF EDUCATION. THE PLAN PROVIDES FOR ESTABLISHING NOT MORE THAN 22 JUNIOR COLLEGE AREAS, WHICH SHOULD PUT A JUNIOR COLLEGE WITHIN REASONABLE COMMUTING DISTANCE OF EVERY POTENTIAL STUDENT IN THE STATE. CRITERIA FOR DETERMINING COMMUNITY JUNIOR COLLEGE AREAS ARE (1) THE EXISTENCE OF POST-HIGH SCHOOL EDUCATIONAL NEEDS NOT BEING MET BY EXISTING INSTITUTIONS, (2) THE EFFECT OF A NEW COLLEGE ON THE PROGRAMS OF EXISTING INSTITUTIONS, (3) THE NUMBER OF POTENTIAL STUDENTS, AND (4) AN ADEQUATE FINANCIAL BASE. A FEASIBILITY STUDY MUST BE COMPLETED AND THE REPORT MUST BE APPROVED BY THE STATE PRIOR TO A LOCAL ELECTION TO ESTABLISH A COMMUNITY JUNIOR COLLEGE DISTRICT. THE COMMUNITY COLLEGE CURRICULUM MUST BE COMPREHENSIVE, PROVIDING (1) TRANSFER PROGRAMS, (2) VOCATIONAL EDUCATION TO PROVIDE PRE-ENTRY, TRADE EXTENSION, AND RETRAINING COURSES, (3) COURSES IN GENERAL EDUCATION DESIGNED TO MEET INDIVIDUAL NEEDS, AND (4) SPECIALIZED TRAINING IN PUBLIC SERVICES. THE REPORT INCLUDES PROPOSALS FOR NEW LEGISLATION AND A LIST OF CRITERIA FOR STATE ACCREDITATION OF THE COMMUNITY JUNIOR COLLEGES. (WO)

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KANSAS STATE PLAN

FOR

COMMUNITY JUNIOR COLLEGES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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UNIVERSITY OF
LOS ANGELE

JUL 26 1967

CLEARINGHOUSE FO..
JUNIOR COLLEGE
INFORMATION

W. C. Kampschroeder
State Superintendent of Public Instruction

JC 670 604

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
W. C. Kampschroeder

The Community Junior College Act enacted by the 1965 legislative session established an Advisory Council for Community Junior Colleges. Members of this Advisory Council who were appointed by the Governor and the respective organizations or areas represented include the following:

Wilbur Billington, Industry

Donald E. Bonjour, State Board of Education

M. C. Cunningham, President of a State College

John F. Eberhardt, State Board of Regents

Garland P. Ferrell, Agriculture

Jack M. Flint, Chief Administrator of a Community Junior College

Rev. Alcuin Hemmen, O.S.B., Kansas Association of Private Colleges

Clifford Hope, Jr., Professions

Jack Kinder, Secondary Schools

George D. Marshall, M. D., Board of Trustees

Jack McGlothlin, Labor

The State Plan herein provided was prepared by the Advisory Council for Community Junior Colleges and approved by the State Superintendent of Public Instruction. It authorizes criteria and standards for establishing new community junior colleges, determines the philosophy of the state system for community junior colleges, and makes recommendations to the legislature for the future development of the system.

As provided by the act, this State Plan shall be amended or revised in order that the state system of community junior colleges may be kept current with the fast changing educational needs of the people.

STATE PLAN

For Kansas Community Junior Colleges

PREAMBLE

The purpose of the State Plan is to develop a uniform system of superior public community junior colleges integrated into the overall educational program of the State of Kansas. The plan seeks to provide post high school education through a minimum number of institutions within reasonable commuting distance to every potential student in Kansas. Such community junior colleges shall be institutions of higher education, as differentiated from high school extension, and shall (a) have qualified, separate faculties of their own; (b) have adequate, separate facilities of their own; (c) offer comprehensive, diversified programs of studies; and (d) be available to all students who want, need, and can benefit from such programs.

I. Authority

The 1965 Community Junior College Act (K.S.A. 1965 Supp. 72-6901 et seq.) establishes a state system of public community junior colleges.

Section 6 of the act stipulates that the State Department of Education shall develop a State Plan for community junior colleges which shall take into account the four factors specified therein.

II. Definitions

Wherever used herein, any term defined in Section 2 of the Community Junior College Act shall be accorded its statutory meaning.

III. Community Junior College Areas

The goal of this State Plan is to establish not to exceed twenty-two community junior colleges areas. These areas should be located to provide

a community junior college within reasonable commuting distance of every potential student in the State of Kansas, and, except in exceptional circumstances, to prevent establishing more than one community junior college in any such area. In general, reasonable commuting distance is considered to be 50 miles or one hour's driving time. However, this is not an inflexible distance-time test, but is subject to modification upon the basis of population density or sparsity and geographical consideration in particular areas. It is deemed impractical and inadvisable, at this time, to attempt to divide the state into specific geographical community junior college areas.

Criteria to be considered for determining community junior college areas shall include the following:

(1) Post high school needs (educational programs and services) which are not being met by existing public and private higher educational institutions;

(2) Degree of reduction in the effectiveness and comprehensiveness of service to students within reasonable commuting distance of existing institutions which would result from establishing a new community junior college;

(3) Number of potential students;

(4) Adequate financial base.

IV. Standards

Section 9 of the Community Junior College Act specifies standards which must be met by a district or districts to establish a community junior college.

V. Preparatory Study and Program

Preparatory Study

The Community Junior College Act (Section 8) stipulates that one or more interested school districts may make a preparatory study of the need and feasibility of establishing a community junior college. Each study shall include evidence and analysis of the following:

(1) The present concentration of population, and population trends and projections within the community junior college area.

(2) Number of resident high school students living within the limits of the proposed district (grades nine through twelve).

(3) Number of resident high school students living outside the proposed district, but not included in an existing community junior college district and not more than fifty miles or one hour's driving time from the approximate geographical center of the proposed district (grades nine through twelve). All such data shall be presented by school, grade, and school attended.

(4) Total school enrollments in grades one through twelve and in grades nine through twelve in the proposed area.

(5) Number of high school graduates in the area during the preceding ten-year period, with a classification of their post high school educational experience.

(6) A ten-year estimate of the number of high school graduates in the proposed community junior college district, and a ten-year projection of the estimated enrollment, curriculum development, and operating and capital expenses for the proposed community junior college.

(7) An analysis of vocational-technical programs offered by schools in the area.

(8) An analysis of all post high school educational facilities (including capacities) and curricula already existing in the area, including area vocational-technical schools and private and public institutions.

(9) An analysis of post high school curricula, services, and facilities needed and desired in the proposed community junior college district.

(10) A description of facilities and sites available which might be used for the proposed community junior college in relation to that of all other area institutions of post high school education. This phase should relate to an overall plan to develop a well-coordinated system of educational facilities.

(11) Student costs, in terms of tuition and fees, to attend existing area post high school institutions.

(12) A map showing the boundaries of the proposed community junior college district.

(13) A map showing geography and main commuting routes to the proposed campus sites.

(14) Community attitudes toward post-high school education.

(15) Financial resources of the proposed district, including the ability to carry its share of operational costs as determined from its potential enrollment and program needs. These resources should be shown by statistical data on assessed valuation of all tangible property within the proposed district certified by the county clerk or county assessor of the county or counties involved.

When completed, twenty copies of the preparatory study (with all data and statistics pertaining to public and private colleges, universities, vocational-technical schools, elementary schools, and secondary schools to be verified by the administrative head or other appropriate authority

of the college, university, or school involved), together with a petition from the board of education of the district or districts involved and a certified copy of a resolution authorizing the request, shall be submitted to the Advisory Council for Community Junior Colleges which shall, in turn, present all such material with its recommendations to the State Authority.

After considering such material and the Advisory Council's recommendations, the State Authority shall approve or disapprove establishment of the community junior college as proposed in the request. If approved, its establishment shall be subject to approval by the electors of the proposed community junior college district as provided by law. (Sec. 10 (f) of the Community Junior College Act.)

Curriculum

The basic purpose of the community junior college is to offer comprehensive post high school educational opportunities, normally of two-year duration, to youths and adults of Kansas. The educational offerings must be available at a reasonable cost to all persons.

A community junior college shall offer a wide variety of curricula. Both proposed and existing community junior colleges shall indicate development of comprehensive offerings, usually falling into five general classifications: college or university parallel; occupational, which includes technical and vocational training; adult education, which may include general education courses; guidance and counseling services; and public services.

The community junior college offerings should meet these needs:

(1) The high school graduate who plans to obtain a baccalaureate degree, but either through preference or necessity desires to live at home for the first two years of the four years.

(2) The high school graduate who desires training as a technician, highly skilled craftsman, or other semi-professional specialist which requires specialized study beyond the high school.

(3) The high school graduate who goes directly into the world of work upon graduation, but later acquires post-high school educational needs that can be met in locally available classes.

(4) The high school non-graduate who desires to return for special training, upgrading, or retraining vocationally, or for general educational programs (subject to local regulations).

(5) The individual who desires to continue attending school for personal, vocational or avocational reasons.

(6) Individuals who, because of world, state, or community developments, desire specialized training in a public service endeavor. Examples would be in civil defense, training of scout leaders, and others.

Vocational and technical education is an essential part of most community junior college offerings. Kansas community junior colleges continuously should examine their curricula in terms of the effectiveness with which the local area vocational-technical schools meet the needs of all those interested in post-high school education. The law provides that vocational or technical education offerings in community junior colleges should be closely coordinated with the state system of area vocational-technical schools and should be submitted to the State Board for Vocational Education for review before being implemented. Such studies should include exploration of short-term courses for adults as well as short or regular-term courses for students who contemplate employment at the conclusion of their junior college work. Such schooling requires a complete assessment

of the technical and vocational needs of persons resident in the community junior college district for both actual and anticipated employment within and outside of the district.

As a matter of policy, inasmuch as community junior colleges are primarily commuter institutions, approval of the State Authority upon recommendation of the Advisory Council for Community Junior Colleges should be obtained prior to erecting dormitories.

VI. Expansion of Existing Community Junior College Districts

Section 11 of the Community Junior College Act specifies the procedures for adding territory to any existing community junior college district. Continued studies regarding development and expansion of existing districts are a responsibility of the Advisory Council for Community Junior Colleges, the State Authority, and the local community junior college districts.

Community junior college districts within close proximity of one another should explore continuously the opportunities for closer coordination, cooperation, and possible consolidation.

VII. Establishing an Additional Community Junior College Campus in an Existing Community Junior College District or Approving a New Community Junior College District Within Reasonable Commuting Distance of an Existing Community Junior College Campus

In community junior college districts of high population concentration, an additional campus may, upon recommendation of the Advisory Council for Community Junior Colleges and approval of the State Authority, be constructed if studies indicate a lack of availability of community junior colleges, and that services to the residents of the area are inadequate.

If an area within reasonable commuting distance of existing community junior colleges is not included in an existing community junior college district, and if a preparatory study indicates a need, a new community junior college district may be established upon recommendation by the Advisory Council for Community Junior Colleges and approval by the State Authority, subject to approval by the electors of the proposed district. New facilities within a new district should be placed near the geographic and/or population center of the proposed district.

VIII. Faculty Qualifications

Academic

The community junior college places major emphasis on quality instruction rather than on research and publications. To insure excellent instruction, faculty members should be well-qualified. Community junior colleges should employ teachers for competency in their teaching subjects as well as ability to teach. Community junior college teachers should be able to motivate students and be cognizant of community junior college philosophy.

Minimum preparation for community junior college teachers should be a master's degree, including a graduate major in the subject or field taught. The board of trustees should encourage the teaching staff to have 30 semester hours beyond the master degree. Several doctorates among the faculty add strength to the teaching program.

Vocational

Qualifications for teachers in technical education programs offered in community junior colleges shall meet the certification standards as provided

for in the Kansas State Plan for Vocational Education (Section 1.53, General Qualifications for Teachers of Vocational or Technical Education Subjects). Minimum requirements for a one-year certificate to technical education teachers are five years experience in the programs which they teach, including three years' supervision of technical employees or one year's experience in such programs, plus eighteen college hours of mathematics and science.

IX. Accreditation

A. State

Junior colleges in existence on the effective date of the Community Junior College Act (April 30, 1965) shall have two years after such effective date to meet the requirements of the State Plan and the standards for accreditation as provided by law. If any such community junior college fails so to meet the requirements for accreditation, the State Authority promptly shall so advise its Board of Trustees. If, after twelve calendar months from the date of such notification, the Board of Trustees has failed to correct the deficiencies noted, the State Authority shall withdraw approval of such community junior college, and it shall not be entitled to state aid during the continuance of any such period of withdrawal (Section 12 of the Community Junior College Act).

New community junior colleges established and approved after the effective date of the community junior college act shall have three full calendar years of student instruction before an evaluation for accreditation by the State Department of Education is initiated. In all other respects, each such new community junior college shall be subject to procedures described in the preceding paragraph.

B. Regional

All community junior colleges are expected to obtain accreditation by the North Central Association of Colleges and Secondary Schools.

Prior to April 1 of each year, each community junior college which has not obtained North Central Association accreditation shall submit to the Advisory Council for Community Junior Colleges a report concerning its progress towards obtaining such accreditation.

X. Advisory Council for Community Junior Colleges' Legislative Proposals for 1967 Submitted to W. C. Kampschroeder, State Superintendent of Public Instruction

1. Increased State Assistance for Operations

Amend H. B. 893, Sec. 19 to read: "The basis for distribution of the community junior college fund shall be ten dollars ($10) for each credit hour of each duly enrolled student who is a bona fide resident student of the State of Kansas during the current school term not to exceed 50 per cent of the cost of operation as defined by the State Superintendent of Public Instruction.

2. Restore The Operating Levy To 5 Mills As Originally Recommended By The State Legislative Council and Increase to 8 Mills the Levy in a County or Counties in which Two Junior Colleges Operate

Amend H. B. 893, Sec. 15 to read: "The board of trustees is authorized to levy a tax on the taxable property of the community junior college district not to exceed five (5) mills. Any such tax levy shall be made for all community junior college maintenance and operation purposes: Provided, In any county in which there is located more than one existing junior college, the board of trustees of any community junior college, which includes the territory of either of such existing junior colleges, may levy not to exceed eight (8) mills for such purposes. The amount of such tax levy shall be determined by the board of trustees to be sufficient to finance that part of the budget of the community junior college district which is not financed by either (a) anticipated state aid of any type, (b) anticipated student tuition, or (c) anticipated out-district tuition, or (d) anticipated federal aid of any type. The budget of the community junior college district shall be prepared and adopted as provided by law, and the tax levy therefor shall be certified to the county clerk of every county a part of the territory of which is in the community junior college district.

3. Authority To Create A Junior College Building Levy

This is a draft proposal of AN ACT concerning community junior colleges; authorizing special building funds in certain cases; providing for certain tax levies, and for issuance of bonds of indebtedness in certain cases.

Be it enacted by the Legislature of the State of Kansas:

Section 1. The board of trustees of any community junior college is authorized to make an annual tax levy for a period of not to exceed ten (10) years of not to exceed two (2) mills, upon all taxable tangible property in the community junior college district for the purpose of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of school buildings, architectural expenses incidental thereto and the acquisition of building sites. No levy shall be made under this section until a resolution authorizing such a levy and creating a special building fund is passed by the board of trustees and published once a week for three (3) consecutive weeks in a newspaper having general circulation in the community junior college district. After the adoption of such resolution such levy may be made unless a petition in opposition to the same, signed by not less than ten per cent (10%) of the qualified electors of such community junior college district, is filed with the clerk of the community junior college within forty (40) days following the last publication of the resolution. In the event such a petition is filed, the board of trustees may submit the question to the voters at an election called for such purpose or at the next general election.

Section 2. The special building fund created under authority of Section 1 of this act may be used for the purposes specified in Section 1 of this act at any time after the first levy has been made. Should there be insufficient moneys in the building fund from time to time for expenditures for such purposes, the board of trustees may, in order to provide sufficient moneys, issue and sell bonds as now provided by law for issuance of bonds of the community junior college.

Bonds issued under authority conferred by this section by any community junior college shall not be subject to or within any bonded debt limitation prescribed by law and, in determining the amount of bonded indebtedness of any such community junior college in applying any such bonded debt limitation, bonds issued under this section shall not be considered.

Create New Legislation, as Follows

4. It is recommended that state financial support of not less than fifty dollars ($50) per full time equivalent Kansas resident student as defined by the State Superintendent of Public Instruction be paid to each community junior college on April 1 of each year to assist in construction, reconstruction, repair, remodeling, additions to, furnishing and equipping school buildings, architectural expenses incidental thereto and bonded debt service, provided the legislature makes some requirement that, in order to qualify for these benefits, the community junior college district be required to make substantial levy on assessed valuation for its own capital improvement. Permission should be granted to the community junior college districts to put this money into a district or special building fund or bonded debt service fund.

5. Additional Legislation is Needed:

A. Legislation be enacted to authorize community junior colleges to con-

solidate. Such authorization should include a minimum of detail but with sufficient provisions to authorize consolidation of community junior colleges. There should be detailed provisions authorizing consolidation of community junior colleges and area vocational-technical schools.

B. K.S.A. 76-2701, which is used by the State Board of Regents for senior colleges and universities shall be made applicable to those students attending junior colleges.

C. Voting laws for elections in a community junior college district should be clarified, and the officer conducting the election should be the county clerk or some other single person with the county or district.

6. Community junior colleges should be permitted to construct dormitories only upon approval of the State Authority after advice thereon by the Advisory Council for Community Junior Colleges. Property tax funds should not be used for construction of dormitories at community junior colleges.

7. In view of the continued increase in capital outlay and in operational costs of public education at all levels and the anticipated expanded role of community junior colleges in Kansas, it would appear that the present financial support of community junior colleges is inadequate to provide for the future. Consistent therewith, the legislature should have a study made of ways and means to provide for such additional financial support and the appropriate limitations thereon. As a matter of economy, the matter of cooperative arrangements between and with institutions of higher education for certain educational offerings be a basic consideration within this study.

8. Recommend the law creating Schilling Institute be amended to delete all references to Advisory for Community Junior Colleges and to place Schilling Institute directly under the supervision of the State Board of Education.

9. Recommend that there should be one Advisory Council for the purpose of making recommendations relative to the establishment of new institutions or the consolidation of existing institutions whether they be community junior colleges, area vocational-technical schools or technical institutes.

This State Plan is hereby approved subject to continuing study by the Advisory Council for Community junior Colleges and the State Superintendent of Public Instruction.

The approval of Amendment 3 (Revision of Article VI of the Kansas Constitution) by the electorate on November 8, 1966, will require additional study in order to further develop the state educational system to include the designation of community junior college areas. Along with the establishment of a state system of community junior colleges, continual review is necessary of the criteria and policies governing the approval, establishment, operation and development of these two-year higher educational institutions. At regular intervals the State Plan should be modified and updated to be consistent with such changes.

January 6, 1967
Date

W. C. Kampschroeder

W. C. Kampschroeder
State Superintendent
of Public Instruction

CRITERIA FOR ACCREDITING COMMUNITY JUNIOR COLLEGES IN KANSAS

I. Community Junior College Philosophy and Statement of Purpose

Every institution applying for accreditation shall offer a statement of philosophy which includes the school's belief concerning the following: the educational rights of the individual; those skills, knowledges, and attitudes required for effective living (knowledge of and belief in own ability, concept of moral obligation, desire to search for truth, determination to better serve mankind) in our modern world; and the role of the college in developing faith in the principles of freedom and democracy.

Each institution shall also state its purpose in terms of the following objectives: university-parallel; general; occupational, including vocational and technical; and adult education.

II. Administration

(a) Administrator Qualification

The superintendent or president, the vice-president, the dean, and the assistant dean shall hold an administrator's certificate. These officers shall have as part of their background effective teaching experience and some type of administrative experience.

Any other administrative assistant shall hold a community junior college or secondary teaching certificate, a master's degree or its equivalent and possess qualification necessary for the responsibility assigned.

The chief guidance officer shall be a qualified counselor and shall hold a community junior college certificate.

(b) Administrative Procedures

An administrative chart shall indicate the responsibility of the governing body, the administrative officers, faculty, custodial staff and students.

Administrative procedures shall be clearly established.

(c) Faculty Services

The Board of Trustees through administrative services shall provide for:

1. Adequate faculty salaries based on academic qualifications, experience, and total service load;

2. Planned programs of in-service education, and leaves of absence for faculty members;

3. Sick leave and health insurance for faculty members.

(d) Physical Facilities

Classrooms, laboratories, offices, grounds, and other special service areas shall be provided in healthful surroundings, and with sufficient space, light, equipment, and supplies to enable the school to effectively carry out its stated purposes.

(e) Permanent Records

Records of a permanent nature, such as academic, personal, and health records, shall be systematically kept and protected against alteration, loss or damage.

It is the duty of the registrar to maintain records of admission, matriculation, attendance, academic progress, extra-class activities, and other essential information.

Records of significant information about each faculty member shall be kept. Such records in addition to transcripts shall contain the teacher's entire employment record, individual special achievements, and evidence of professional qualifications.

Records of all finances handled by the community junior college shall be kept so as to readily yield necessary information. All funds shall be properly safeguarded and accounts studied annually.

(f) Follow-up Studies

Follow-up studies of dropouts and graduates shall be conducted.

(g) College Catalog

The catalog shall bear the official, legal name of the college. The purpose of the institution shall be clearly and briefly stated. An accurate statement of the accreditation of the institution shall be included. Conditions and procedures governing admission to the college shall be clearly set forth. The catalog shall contain information concerning enrollment, matriculation, and graduation; an accurate description of curriculum offerings and an indication of courses offered on alternate years or irregularly. A roster of the personnel of the institution shall include the degrees held and the institution by which the degrees were granted.

III. Student Personnel Service

(a) Admissions

Graduation from an accredited high school or its equivalent shall be a basis for admission to a community junior college. In addition, high

school students who have completed fifteen units of credits may, upon recommendation of their principal, be admitted as part-time community junior college students. Adults and out-of-school youth, not candidates for the associate degree, may be admitted to special classes. Adults or persons beyond normal high school age who are not high school graduates and who present evidence of ability to profit from the instruction in classes in which they wish to enroll may be admitted to such classes and may be admitted to candidacy for the associate degree.

(b) Validation

Credit shall be accepted at full value from high schools or colleges accredited by their respective State Departments of Public Instruction or by the regional accrediting association in which the high school or college from which transfer is being made is located. Credit may be evaluated in terms of their applicability in meeting two-year community junior college graduation requirements.

Credits from non-accredited high schools or colleges shall be validated by examination or successful completion of at least fifteen semester hours of community junior college credit.

(c) Advanced Standing

Advanced standing may be granted by special examination. Special examinations administered for advanced standing shall be subject to review by the State Department of Public Instruction or its authorized agent.

The record made on such special examinations shall become a permanent part of the regular academic record of the student.

(d) Credit

One semester hour credit may be recorded when the student has made satisfactory progress in class sessions at least fifty minutes in length during each week of a semester of 18 weeks or equivalent clock hours (total of 900 minutes). Laboratory periods shall be at least 90 minutes in length during each week of a semester of 18 weeks or equivalent clock hours (total of 1,350 minutes) for a semester hour of credit. Registration and examination time may be included as a part of the total time.

(e) Student Load

The maximum amount of college work carried by any student during a semester shall be adjusted to individual needs and circumstances. Fifteen semester hours is considered the normal load. Permission to carry more than sixteen semester hours may be granted by a faculty committee on the basis of the student's demonstrated merit and ability. Except in rare instances, the load shall not exceed eighteen semester hours.

(f) Graduation Requirements

Community junior colleges may award the standard associate degree recognized by the Kansas State Department of Public Instruction to students who have satisfactorily completed college and university parallel curricula of sixty or more semester hours and to students who have satisfactorily completed programs in two-year occupational or general curricula and have also met other requirements for graduation established by the Board of Trustees. In acceptance of the sixty semester hours for fulfillment of graduation requirements, there must be definite adherence to qualitative standards.

Certificates of completion of studies may be awarded to students who may not have achieved grade points equal to credit hours, but who in other respects have met the requirements for graduation.

Certificates of proficiency may be awarded to students in specialized vocational and semi-professional curricula who do not meet all the requirements for the associate degree.

(g) Counseling

The counseling programs shall be comprehensive and include educational, vocational, and personal counseling. The individual counseling, group guidance, and testing procedures shall all be an organized and a related part of the community junior college program.

(h) Housing

Students not living at home shall be housed in homes or dormitories acceptable to the parents and approved by the college.

(i) Health

Community junior colleges shall provide physical facilities and well-planned programs of health education and services for all its students. Facilities shall provide a healthful environment. Opportunities for physical examinations and clinical services for all students and faculty shall be provided.

(j) Scholarships

Scholarships, grants-in-aid and student loans, when available, shall be distributed impartially to students based on high rank in scholarship and need. A public statement on student aids shall be printed and circulated. All grants, aids, or scholarships shall be under the supervision of the administration of the school.

(k) Placement

The college shall assume responsibility to assist students to find suitable employment which will contribute to their educational and vocational objective. Employment services for graduates and those who have dropped out of school shall be maintained.

IV. Curriculum

(a) College or University Parallel

Curricular offerings shall include those courses which are usually offered the first two years of a four-year program in the professions or general education. In these programs there shall be adherence to qualitative standards so that the scholastic standing of the student will continue on a satisfactory level. Effort shall be made to articulate the preparatory programs with those of the colleges or universities to which the student transfers in order to safeguard against the loss of credit or of time.

(b) General Education

General education in the community junior college shall include selected courses or a program of comprehensive courses drawn from the humanities, physical science, biological science, and social science fields. The program shall incorporate the necessary elements which will encourage critical thinking, contribute to the development of citizenship, promote the desire for continuous growth and provide for fair evaluation of results.

(c) Vocational and technical

A community junior college shall make provisions to offer courses for specialized vocational and technical skills. These courses shall, if offered for college credit, be clearly of college grade. There shall be careful articulation of the vocational and technical skills in the fields of work with these curricula.

(d) Adult Education

Community junior colleges shall provide educational opportunities for adults and out-of-school youth living in the community who are not able to pursue studies on a full-time day basis. These evening school offerings may consist of short term, refresher courses, lectures, and college credit courses designed to meet the needs of the area served.

(e) Extra-Class Activities

1. Student Government
   Opportunity shall be provided for student representation and participation in the conduct of student affairs.

2. Athletics
   Athletics shall be administered under plans consistent with the policy of personal service to youth within the community who can profit from participation in such activities. The athletic program should contribute to the building of good morale within the school. A written statement of athletic purposes, policies, and practices shall be developed.

3. Music, Forensics, Dramatics, Radio, TV
The college shall encourage participation in non-credit activities in the fields of music, forensics, dramatics, radio and tv.

4. Publications
The publications of a community junior college shall present an accurate picture of the college offerings, activities, and attractions.

(f) Summer Sessions

It is the responsibility of the community junior college to discover community needs which the institution can serve in summer sessions. Non-credit courses, short courses, or regular courses may be included in summer sessions.

V. Instruction

(a) Library

The college library shall provide student study stations equal to at least five per cent of the number of students enrolled. It shall contain at least 10,000 volumes carefully selected. The total holdings shall represent a reasonable balance in proportion to the concern of the college in each area of the curriculum. Periodicals shall include general, professional, and technical selections for each field of instruction. Newspapers shall include at least one subscription each from local, state, regional, and national areas. At least one reputable foreign newspaper shall be included. Library facilities shall include workrooms, listening and viewing rooms, reserve and general stack space. A competent librarian shall be employed. There shall be organized instruction in the use of the library for both faculty and students.

(b) Classroom Atmosphere

The physical appearance of the room shall be wholesome and attractive.

(c) Instructional Materials and Equipment

Materials and equipment essential to effective instruction in each course offered shall be provided.

VI. Institution of Higher Learning Defined

An institution of higher learning is one that offers courses of collegiate grade and has been so accredited by either a state department of education or by a recognized regional or national collegiate or university accrediting agency.

VII. Limitations as to Acceptance or Rejection of "Credit Hours" Transferred From Other Institutions of Higher Learning

Junior college officials are authorized to accept "credit hours" of collegiate grade from another accredited institution of higher learning which will apply on the associate of arts degree. The difference between the credit hours so accepted and 64 credit hours will be eligible for state aid when earned.

VIII. Vocational Education Courses

Vocational education courses are approvable as courses and credit hours for state aid purposes only when said courses satisfy requirements for application on associate of arts degree by the junior college.

IX. Requirement for State Residency

a. An undergraduate student who currently resides in the State of Kansas and has maintained residence in the State of Kansas at least six months prior to effective date of enrollment whether it be for the fall semester or spring semester is a resident of the State of Kansas. This definition is for students who are of legal age.

b. Unmarried students who have not attained legal age shall be considered as having residence where parents or guardian have legal residence.

c. No person shall be deemed to have gained a residence in this state for the aforesaid purpose while or during the elapse of time attending such institution as a student.

d. A non-resident student of the State of Kansas is a person who has legal residence in another state or a foreign country.

X. Scheduling Junior College Courses

a. Junior college courses of collegiate grade may be scheduled and offered during morning, afternoon, or evening hours.

b. The "school year" for Community Junior Colleges shall begin on the first day of official enrollment for the school year and terminate on the last official day for which official examinations are scheduled.

XI. Part-Time High School Students

A part-time high school student during his senior year may be enrolled in the senior high school for a partial school load, the completion of which satisfies graduation requirements of said senior high school, and may also be concurrently enrolled in one or more courses of collegiate grade in a junior college.